



UNITED STATES MISSION -BOGOTA

VACANCY ANNOUNCEMENT



No. 021

Job Vacancy

March 10, 2004

OPEN TO: All Interested Candidates

POSITION: **INFORMATION ASSISTANT (N72122)**

CLOSING DATE: **Thursday, March 25, 2004**

WORK HOURS: Full time; 40 hours/week

SALARY: FSN/MOH/OR - LCP/FSN-9
EFM/NOR - FP Scale = FP-5
(Position Grade: Final FP grade to be determined by Washington)

If you are an EFM (Eligible Family Member) and/or have VETERAN'S PREFERENCE, in order to be considered for this hiring preference you must specify this on your application.

Ordinarily Residents (OR), U.S. Citizens and U.S. legal permanent residents are subject to both Colombian labor and tax law and U.S. Federal taxes and FICA contributions. In addition, all applicants who are not the family members of USG employees officially assigned to Post and under Chief of Misión authority must have the required work and/or residency permits to be eligible for consideration. Applicant must attach a copy of work and/or residency permit.

“Applicants must be residing in Colombia at the time of application in order to be considered for employment. Only exception being: EFM's and Members of Household, who can apply as soon as the sponsor has orders assigning him or her to Embassy Bogota”.

TO APPLY

If you meet all the requirements for this position, please submit the following items not later than the closing date.

- US Citizens must submit an application for Federal Employment (SF-171, OF-612) or a current resume or curriculum vitae that provides the same information as an OF-612/SF-171.
- Colombian Citizens (FSN) must submit a Foreign National Employment application form.

Applicants may attach copies of any other documentation (e.g. essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed below.

Colombian Citizens may request an application form at the Embassy receptionist or you may print it out by accessing the Embassy web page: <http://bogota.usembassy.gov> under "Vacante".

SUBMIT APPLICATION TO

American Embassy
Human Resources Office
 Attention: Recruitment Unit
 Diagonal 22D Bis No. 47-51

- Embassy employees must submit the employment application to the Human Resources Office receptionist.
- Outside applicants must submit the employment application to the Embassy receptionist.
- Eligible Family Members (EFM) not yet residing at post may submit applications via fax (57-1) 383-2088. **All other applicants must submit applications by hand – faxes will not be considered.**

APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.

PROFILE OF THE POSITION

The U.S. Embassy in Bogota is seeking an individual for the position of Information Assistant in the Public Affairs Section.

BASIC FUNCTION OF POSITION:

The incumbent serves as program specialist for the Public Affairs section and is supervised by the Senior Information Specialist, but may also receive direction from PAO and other American officers directly. S/he develops information products and outreach efforts in support of U.S. policies in Colombia. S/he

organizes, identifies, and modifies appropriately target audiences for the variety of PAS products. S/he works collaboratively with the Cultural Affairs section and Information Resource Center to coordinate outreach efforts. S/he does not have any supervisory responsibility but does work closely with the Junior Assistant Information specialist and AIO for Outreach and the distribution section to manage materials and in-house production. S/he also coordinates any outsourcing of materials with the PAS financial FSN.

MAJOR DUTIES AND RESPONSIBILITIES:

- a. Under guidance from the AIO for Outreach and SIS-Outreach, drafts, proposes, develops and distributes information products to support the public affairs strategy.
- b. Plans and Implements Outreach trips with the AIO for Outreach with senior Embassy officials.
- c. In English and Spanish produces and translates PAS outreach products, which require a high level of accuracy in specialized areas. Products include but are not limited to pamphlets, thematic journals, PowerPoint presentations, press guidance, television and radio stories, and official statements.
- d. Maintains a thorough familiarity with the Mission Plan as well as U.S. domestic and foreign policy, in order to better explain and enhance understanding of U.S. policy American positions with primary post contacts. Meets regularly with American officers to evaluate post programs and suggests ways to enhance public affairs strategies.
- e. Establishes, maintains, and promotes Embassy ties with a wide variety of media, government, university, and private sector contacts. Provides American officers with guidance on developing these contacts.
- f. Tracks and informs PAS personnel on relevant events planned by the Colombian government, Washington-based and / or by other Embassy sections (i.e. USAID). Suggests Embassy public affairs dimension to such events.
- g. Closely monitors the Colombian and U.S. media, together with all U.S. government products, for information and opinion on important bilateral issues. Maintains complete and accessible files on all such material. Brings important developments to the attention of the AIO and suggests ways to use information to support Embassy program plan objectives.
- h. Tracks GOC Plan Colombia communications advisors' products and outreach efforts, and suggests PAS complementary activities, when possible.

- i. In consultation with appropriate Embassy sections or Washington offices, maintains accurate statistics and numbers for presentation materials, Embassy website, press releases and/or other products and fact sheets. Assists both Press and Cultural units in seminars, programs, exchange initiatives or speakers.
- j. Analyses local government and media contacts informational needs and provides them with accurate and authoritative information in response to their inquiries on U.S. policy matters.
- k. In English and Spanish, writes/edits/translates, as required, articles, speeches, press releases, print and broadcast press statements, letters, etc. on public affairs matters.
- l. Suggests ideas and candidates for International Visitor programs. Maintains contact with IVs after their return.
- m. Provides other general support of public affairs section such as: providing support during VIP visits (CODELs etc.). May be asked to cover other press section or cultural section duties.

MINIMUM QUALIFICATIONS:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- a. Education: University degree in the liberal arts, Political Science, International Relations, Economics, Journalism, or related fields.
- b. Prior Work Experience: Three to five years of experience in international relations, communications, journalism or a related field. (Experience in publication processes, outreach product development, event planning and promotion). The position requires experience in the field of information research.
- c. Post Entry Training: Becomes familiar with Mission Program Plan objectives and with PAS information resources. U.S. Assistance to Colombia knowledge.
- d. Language Proficiency: List **both English and Spanish** by **level** and specialization. Level IV (fluent) in both spoken and written English and the language of the host country. Level IV Spanish.

- e. **Knowledge:** A thorough knowledge of Colombian media, political, economic, social and educational structures and the key figures that lead them. Knowledge of general U.S. and host country foreign affairs and legislative policies, and of domestic issues of relevance to Embassy program plan themes. A good knowledge of U.S. society, economics, and politics.
- f. **Skills and Abilities:** Creative ability and imagination in producing programs, and planning, researching, writing, and developing materials. Ability to collect, organize, and analyze large quantities of information on a wide variety of U.S. Policy related subjects. Ability to develop and maintain access to target audience contacts in the media, government, and the private sector. Must have excellent interpersonal skills in order to work closely with all Embassy program offices and high-level Embassy contacts throughout the regions. Ability to advise on the selection and release of information material to the public and the media. Sound intellectual, professional, and political judgment, problem solving skills and the ability to present the interest of the U.S. in official contacts and demanding circumstances.

ADDITIONAL SELECTION CRITERIA

- 1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- 2. Current employees serving a probationary period are not eligible to apply.
- 3. EFMs who currently hold a TEMP/FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment. Employees on a temporary appointment with an intermittent schedule are eligible to apply.

DEFINITIONS:

- 1. **Eligible Family Member (EFM):** US Citizen spouse or US Citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
- 2. **Member of Household (MOH):** Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult

children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.

3. **Ordinarily Resident (OR):** A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.

4. **Not-Ordinarily Resident (NOR):** Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

5. **Foreign Service National (FSN):** A citizen of the host country.

**APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE
OR EMBASSY RECEPTIONIST BY: 03/25/04**

DISTRIBUTION: "BB"
INFORMATION ASSISTANT-PAS N72122